

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

West Virginia State Tax Department
P.O. Box 1826
Charleston, WV 25327

Subject: Request for Tax Refund
Tax Year: [Insert Year]
Social Security Number: [XXX-XX-XXXX]

Dear Sir/Madam,

I am writing to request the refund of state taxes for the tax year [Insert Year]. I have completed my tax return and believe that I am entitled to a refund due to [briefly explain reason, e.g., overpayment, deductions, etc.].

Enclosed, you will find a copy of my completed tax return and any supporting documentation necessary to process this request.

I would appreciate your prompt attention to this matter and look forward to your response. Should you require any further information, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Social Security Number (optional, if required)]